

18 March 1960

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SUBJECT: Information for Hull Committee Report  
(Covering - October 1959 to 18 March 1960)

ILLEGIB

The following are the most significant contributions of this staff since 1 October 1960:

- [redacted] 1. The application of Work Measurement was extended to two additional Sections of RID and has provided a tool for better control of both production and use of personnel.
- 2. A survey of the [redacted] RID resulted in the elimination of two functions, an internal transfer of three functions and a net reduction of eight positions.
- 3. A review of the logging practices in three Staffs and four Area Divisions was made for the purpose of developing minimum logging requirements for security accountability and internal control within the CS. Recommendations for simplification of current procedures were submitted to all components reviewed and a [redacted] which establishes the minimum requirements, and which will reduce manhour requirements, is now being coordinated.
- 4. A Support Handbook was prepared for the NE Division to aid operational personnel in following proper procedures and channels to obtain Support services.
- 5. Management assistance was given to the WH Division in establishing a new Branch. The assistance included recommendations on organization, manpower, space, equipment and materials. *see copy*

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(for) [redacted]